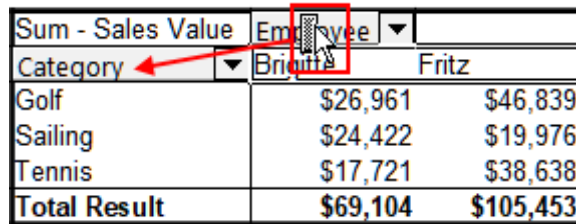# Changing the layout

The layout of the pivot table can be changed quickly and easily by using drag-and-drop. With the Pivot Table Layout dialog open, fields can be dragged around from *Row Fields*, *Column Fields*, *Filters,* and *Data Fields* areas to any position you want to put them, and then dropped. Unused fields can also be added, and fields removed in error can be replaced by dragging and dropping them into the positions required.

Some manipulation can also be carried out in the results view of the pivot table. Within the results of the pivot table, drag one of the filter, column, or row fields to a different position. The cursor will change shape from its starting shape (horizontal or vertical block on the arrow head) to the opposite if moving to a different field, such as from row to column, where it can be dropped.
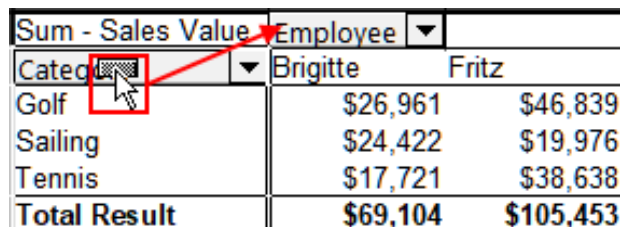

Figure 265: Drag a column field - note the cursor shape

Figure 266: Result of dragging column field (see Figure 265)

Figure 267: Drag a row field - note the cursor shape

You can remove a column, row, or filter field from the pivot table by clicking on it and dragging it out of the table. The cursor changes to that shown in Figure 268. A field removed cannot be recovered, without returning to the Pivot Table Layout dialog to replace it.